

RTI MATTER
By SPEED POST

No. Z -11019/01/2014-IT
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
IT Division

Krishi-Bhawan, New Delhi
Dated: 12 March, 2014.

To,
Shri Upendra Bhojani
Institute of Public health,
#250, Masters Cottage,
2,'C' Main Road, 2nd C cross,
Girinagar, Ist Phase,
Bangalore-560 085
Karnataka

Subject: Information sought under Right to Information Act-2005

Sir,

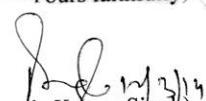
With reference to your letter dated 20.02.2014 on the above subject received in this division on 03.03.2014 through RTI Cell of our Department vide their communication No. 11-701/2013-14/RTI Cell dated 26.02.2014 with the request to provide the requisite information to you directly.

2. As far as the IT Division is concerned, the information sought by you in point No. 2 the Division has made a agreement with NISG, Bangalore for providing Recruitment Service for Department for implementing the NeGP-A project and the same is enclosed herewith, whereas, other points are not pertains to this Division.

3. The Appellate Authority for aforesaid information is as under:

Shri R.K. Tripathi, Director (IT),
R.N.-527A, Krishi-Bhawan, DAC,
Ministry of Agriculture,
New Delhi-110001

Yours faithfully,


(Promode Kumar Singh)
Under Secretary (IT) & CPIO

Copy to:
Shri R. K. Juneja , US(RTI) for information w.r.t. RTI Section's Letter No. 11-701/2013-14/RTI Cell dated 26.02.2014.

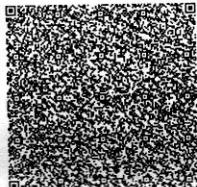


INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No. : IN-DL72246302729300L
Certificate Issued Date : 28-Jan-2013 12:29 PM
Account Reference : IMPACC (IV)/ dl732103/ DELHI/ DL-DLH
Unique Doc. Reference : SUBIN-DLDL7321034413373439496L
Purchased by : NISG
Description of Document : Article 5 General Agreement
Property Description : NA
Consideration Price (Rs.) : 0
(Zero)
First Party : NISG
Second Party : DEPARTMENT OF AGRICULTURE
Stamp Duty Paid By : NISG
Stamp Duty Amount(Rs.) : 100
(One Hundred only)



Please write or type below this line.....

AGREEMENT FOR PROVIDING RECRUITMENT SERVICES FOR DEPARTMENT FOR AGRICULTURE & COOPERATION FOR IMPLEMENTING THE NEGP A PROJECT

This agreement is made on the 24th day of January 2013 BETWEEN President of India acting through Director (IT), Department of Agriculture & Cooperation, Ministry of Agriculture Krishi Bhavan, New Delhi - 110001, (hereinafter referred as the "Client" which expression hereof includes its successors, administrators and assigns) known as First Party AND National Institute for Smart Government (NISG) a Company registered under Section 25 of the Companies Act, 1956 having its Registered Office at Y.S.R.BHAVAN, Financial District, Nanakramguda, Hyderabad - 500032, AP (hereinafter referred to as "Agency", which expression hereof includes its successors, administrators and assigns) represented through the CEO, who is duly authorized to execute this agreement, known as Second Party.

Statutory Alert:

1. The authenticity of the Stamp Certificate can be verified at Authorised Collection Centers (ACCs), SHCIL Offices and Sub-registrar Offices (SROs).
2. The Contact Details of ACCs, SHCIL Offices and SROs are available on the Web site "www.shcilestamp.com"



WITNESSETH

WHEREAS the Client has decided to entrust the requirements of setting up a Programme Management Unit including Pre-Recruitment Phase, Selection Phase and Post-Recruitment Phase.

- B. WHEREAS the Client is desirous of engaging the services of the Agency for the above purpose, in accordance with this Agreement.
- C. WHEREAS the Agency has agreed to render such services.

NOW THEREFORE BOTH THE PARTIES DO HEREBY AGREE AND AFFIRM HERE AS UNDER

1. Definitions

- a) **Agreement:** Shall mean this Agreement together with all its Appendices and Annexure and any amendments thereto made in accordance with the provisions herein.
- b) **Agreement Period:** Shall mean two years from the date of signing of the agreement, extendable for a period of one year by DAC and also includes any further period as may be mutually agreed upon.
- c) **Effective Date:** Shall mean the date on which the parties sign this Agreement. The Agreement will also cover the action taken by both the parties from the date of issuance of Letter of Intent.
- d) **Month:** Shall mean English calendar month.
- e) **Parties** shall mean NISG and DAC.
- f) **Force Majeure:** For the purpose of this agreement, 'Force Majeure' shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties' fault or negligence. Such events may include: acts of the Government/Government of India either in its sovereign or its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions, freight, embargoes, radioactivity, earthquakes.

2. Role of Agency

- a) Agency is being engaged to source and manage personnel requirements of the Client for specific requirements of the Client as per guidelines issued by the Client. The detailed roles and responsibilities of Agency are described in Annexure I in this regard (hereinafter called "Services"). The details of the PMU composition and resources to be recruited are provided in Annexure III.
- b) Resources listed in the Annexure III shall be hired by the Agency with concurrence with the Client. The Client shall nominate persons to be a part of the hiring process including interview panel. In respect of personnel who have been found suitable, the Agency shall submit for approval a copy of final recommendation.



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c) The resources selected will be on the roles of the NISG .The resources will report to Joint Secretary (IT), DAC through the Director (IT) and administrative control over the resources will be exercised by DAC during the period of deployment.

d) HR Policy to be issued to these personnel shall clearly indicate that in the exigencies of work they may sometimes need to work beyond office hours and even on holidays. No extra payment will be made for it.

e) Removal and/or Replacement of Personnel: Except in case of those personnel where the Client requires substitution, no changes shall be made by the Agency. In case of other reasons beyond control of the Agency such as death, disability etc., the Agency shall provide a replacement within a period of 3 months.

If the Client

- (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or
- (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel,

the Agency shall provide replacement personnel with requisite qualifications, skills and experience within two month period (including one month for selection process).

d) Conflict of Interests: The Agency shall hold the Client interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the Agency shall promptly disclose the same to the Client and seek its instructions.

e) Confidentiality: Except with the prior written consent of the Client, the Agency and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Agency and its Personnel make public the recommendations and documents formulated in the course of, or as a result of, the Services.

3. Role of the Client

The role of the Client, inter alia, includes the following:

- a) Providing requisite funding in advance of equal amount to **one quarter (3 months)** expenditure to the Agency at a time, for being able to meet expenditure to be incurred on its behalf as detailed in Annexure II or agreed from time to time.
- b) Providing working space, infrastructure and support equipment for the employees recruited.
- c) Issuance of guidelines to Agency for recruitment by indicating the number of personnel to be recruited, changes thereof, years of experience, skill set, expertise and other qualification required of the candidates to suit the work requirements.



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- d) Finalising terms and conditions for appointment, including working hours, leave and compensation package (CTC) of candidates selected.

4. Payment Terms

The total indicative cost of providing "Services" is as per Annexure II or as agreed to in writing from time to time.

Staff cost that is market commensurate salary including, DA, PF, HRA, medical benefits, LTA, leave encashment, etc. The Staff cost is calculated based on a Salary Cap for particular positions as listed in Annexure II. The Salary cap represents a maximum salary for the particular position and derived from past experiences with similar projects. However, the structure allows for flexibility in the anticipated expenditure as long as it is within the overall sanctioned budget. The billing would be on actual salary on which the resource is hired. For the second year of operation (Financial Year), the staff cost may increased by appropriate percentages based on performance review to be done by DAC.

a) Agency shall charge 15% of manpower salary cost incurred as its management fee for providing "Services" over and above advances provided by the Client to meet personnel related costs.

→ b) The cost of telecommunication & travel is not included in this cost and shall be paid for by the Client at actuals in keeping with HR policy of NISG .

c) The re-location cost (if any) for the selected candidates shall be borne by the Agency in the initial lot of selection. Subsequently, relocation expenses, if any, will be paid for by the client.

d) All recruitment related cost or any other costs such as travel of the candidates and other incidental or out of pocket expenses shall be borne by the Client at actual.

e) Service Tax, as applicable, shall be charged extra.

f) Agency shall seek approval of the Client for any other unforeseen costs, which shall be charged on actual basis.

g) **Terms of payment:**

(i) The Client shall make an advance payment to Agency in order to pay on behalf of the Client the expected recruitment and remuneration costs for the personnel deputed to the Client on a **one-quarter (3 months) basis**. Advances will be paid against Demand Note raised by Agency quarterly.

(ii) Agency shall submit quarterly Utilisation Certificate as per Government of India norms at the end of every quarter for expenditure incurred on its behalf.

(iii) The Agency will raise a quarterly invoice for Management Fee.

(g) It is expressly understood by the Client that timely payment of advances is a necessary pre-condition for timely payment to personnel recruited and paid on its behalf by the Agency. Agency will not be in a position to pay salaries /



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reimbursements of personnel deputed to the Client if requisite advances are not received in time

- (h) Any legal liability arising out of functioning of recruited personnel will be borne by DAC. However, legal liability relating to recruitment, termination and other related establishment matters will be borne by the Agency.

5. Provisions for Modifications

The parties agree to make suitable amendments and modifications to this Agreement by mutual consent as per necessity, provided that no modification, amendment or variation of any provision of this agreement shall be effective unless the same has been approved in writing by each of the parties. Any reference to this Agreement shall be construed as a reference to such Agreement, as the same may from time to time be amended, varied, modified, supplemented.

6. Approvals / Permissions / Financial Sanctions

The Client shall, wherever required, grant or obtain from concerned competent authorities the necessary consents, approvals, authorizations, clearances as may be required from time to time for the functioning of Agency on behalf of the Client.

7. Confidentiality

All proprietary information, correspondence and documentation etc., exchanged between the Client and Agency in relation to HR Selection Process for the Client shall be treated as confidential and privileged by the Parties and disclosed only to their respective officers or members of committees on a need-to-know basis.

8. Informal dispute resolution

The parties agree to attempt to resolve all disputes arising under the Agreement, equitably, in good faith and using their best endeavours. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them or their authorised officers.

9. Dispute Resolution between NISG and the Client

In the event of any differences between the parties to this agreement, such differences shall be first mutually resolved. If such difference cannot be mutually resolved mediations of a mutually agreed authority will be sought failing which arbitration will be resorted to. The arbitration shall be conducted under the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in the English language and be held in New Delhi. The award of the arbitrator shall be final, conclusive, and binding upon the Parties. Pending the submission of a difference to the arbitrator and thereafter until the final decision of the arbitrator, the parties shall continue to perform all of their obligations under this Agreement, without prejudice to a final adjustment in accordance with such decision.

10. Force Majeure

shall not be interpreted or construed to create an association, joint venture, or partnership between the parties or to impose any partnership obligation upon either party. Neither party shall have any right, power or authority to



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Agency shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of force Majeure as defined in the definition clause. If a force majeure situation arises, Agency shall promptly notify to the Client in writing of such conditions and the cause thereof. Unless otherwise directed by the Client in writing, Agency shall continue to perform its obligations under this agreement, as far as it is reasonably practical.

11. Communication of Notice

Any notice under this agreement shall be in writing and shall either be delivered personally or sent by registered post, telex, facsimile transmission, electronic mail or other the Client telecommunication in permanent written form. The addresses and members for service of notice shall be given to the Parties at their respective addresses set forth below:

DAC: DIRECTOR (IT), Room No. 355, KRISHI BHAVAN, NEW DELHI, 110001

NISG: CEO, National Institute for Smart Government (NISG), YSR Bhawan, Financial District, Nanakramguda, Hyderabad-500032.

12. Jurisdiction

This agreement shall be governed by and construed by in accordance with the laws of India and the Courts of Delhi shall have jurisdiction.

13. Miscellaneous Provisions

13.1 Affirmation

The parties declare and affirm that neither party nor its directors, employees, any of its agents have paid nor have undertaken to pay and that in the future not pay any unlawful commission, bribe, pay off, kick-backs that it has not in any other way or manner paid any sums, whether in Indian currency or foreign currency and whether in India or abroad, or in any other manner given or offered to give any gifts and presents in India or abroad to any person to company to procure this Agreement. The parties undertake not to engage in any of the said or similar acts during the term of and relative to this Agreement.

13.2 Third Parties

This Agreement is intended solely for the benefit of the parties hereto. Nothing in this agreement shall be construed to create any duty, or any liability to, any person not a party to this agreement.

13.3 Relationship of the Parties

This Agreement shall not be interpreted or construed to create an association, joint venture, or partnership between the parties or to impose any partnership obligation or liability upon either party. Neither party shall have any right, power or authority to enter



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into any agreement or undertaking, or act on behalf of or to act as or to otherwise bind, the other party.

3.4 **Survival**

All provisions of this Agreement, which are expressly or by implication to come into or continue in force and effect after the expiration or termination of this Agreement shall remain in effect and be enforceable following such expiration or termination.

14. **Failure to meet the Obligation:** It is explicitly understood that the Agency merely acts on behalf of the Client and its ability to meet its obligation depends upon the receipt of timely advances from the Client. Failure by the Client to pay advances on time as required by Agency may jeopardize the stability of operations and affect the morale of the personnel hired on behalf of the Client. The Agency will not be in a position to fund any of the required expenditure on its own and in case of delays in receipt of advances by the Client, the Agency will have to delay payment to vendors/employees till advances are received, and any adverse impact of such delays will be the sole responsibility of the Client.

15. **Severability and Renegotiation**

Should any provision of this Agreement for any reason be declared invalid or unenforceable by an order of any court of competent jurisdiction or any arbitral body pursuant to the provisions of arbitration hereof, such decision shall not affect the validity of the remaining provisions, while remaining provisions shall remain in full force and effect as if this Agreement has been executed with the invalid or unenforceable provisions hereof eliminated. In the event any such provision of the Agreement is so declared invalid or unenforceable, the parties shall promptly renegotiate in good faith new provisions to eliminate such invalidity or un-enforceability and to restore this Agreement as near as possible to its original intent and effect.

16. **Annexures to the Agreement**

The parties agree that the Annexure to this Agreement form part of this Agreement and will be in full force and effect as though they were expressly set out in the body of this Agreement. In the event of conflict between main Agreement and Annexure ,the former shall prevail.

17. **Termination**

- 17.1 The Client may terminate this contract in case of occurrence of any of the events specified in paragraphs (a) to (d) of this clause. In case of such an occurrence, the Client shall give a not less than 90 days written notice of termination to Agency:

- (a) If Agency has engaged in corrupt or fraudulent practices for executing the Agreement.
- (b) If, as a result of Force Majeure, Agency is unable to perform the services for a period of not less than 90 days.
- (c) If Agency is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 days (or such longer period as the Client may have

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subsequently approved in writing) following the receipt by Agency of the Client's notice specifying such breach.

- d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement. In that case it may be done after making payments to Agency for the services actually rendered for carrying out the work till the date of termination and Agency shall return to the Client the assets or part thereof or gathered under this Agreement prior to the date of such termination. The total amount of advance, if any, paid to Agency but unutilized at the time of such termination, shall be returned by Agency to the Client.

17.2 Agency may terminate this contract by giving not less than 90 days written notice to the Client. Such notice may be given after the occurrence of any of the following events specified in paragraphs (a) and (b) of this clause:

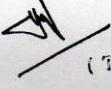
- (a) The Client fails to pay any money due to Agency pursuant to this Agreement and not subject to dispute within 45 days after receiving written notice from NISG that such payment is overdue.
- (b) If as a result of Force Majeure, Agency is unable to perform the services for the period of not less than 90 days.

18. Tenure of Agreement

The Parties agree that this agreement shall come into force on the date it is executed and shall be valid for a period of **(two) 2 years** extendable for a further period of one year.

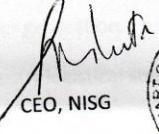
The Parties agree to be bound by the terms and conditions of this agreement in witness whereof they have signed it through their authorized representative on this 24th day of January 2013.

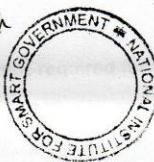
For and on behalf of the Client


(THOMAS VARGHES)
Director
Ministry of Agriculture
Govt. of India
(Dept. of Agri. & Coop.)
Kochi Bhawan, New Delhi

Director (IT)

For and on behalf of NISG


CEO, NISG



Date: 24.01.2013

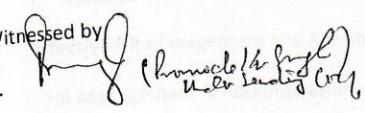
Date:

Place: NEW DELHI

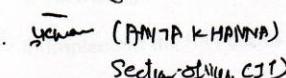
Place:

Witnessed by

Witnessed by

1. 
Hemalatha Singh
Deputy Secretary

1.

2. 
Ranjita K. Khanna
Secretary (IT)

2.

ANNEXURE-I

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Scope of Work of NISG ("Services")

NISG is responsible for the recruitment of the personnel from the open market for setting up of PMU for their Client the responsibilities to be borne by NISG can be classified broadly in two categories, namely:

- A. Provisioning of manpower to the Client as per the Client requirements;
- B. Effective HR Management and Administration of personnel including compliance with all statutory provisions

The detailed roles and responsibilities of NISG under both categories are as follows:

- A. Provisioning of manpower to the Client as per the Client requirements;

i. Pre-recruitment phase:

- a) Implement Recruitment Strategy, Policies and Practices as per existing procedure.
- b) Liaise with the Client to obtain the list of open positions & numbers with Job Descriptions for the open positions.

ii. Selection phase

- a) Manage the interface with the Recruitment Agencies to ensure that the required activities are done efficiently and effectively.
- b) Other activities include:
 - Co-ordination of the panel(s) creation activity with members of the Client
 - Shortlisting candidates in consultation with the Client
 - Facilitating Interview of candidates and evaluation of candidates
 - CTC Negotiation with the candidates and offer generation.

The activities also include facilitation of all the necessary logistical steps required for the interview process.

The selection committee for interviewing the candidates will be formed as per the recruitment policy of the Client. The candidates would be recruited on a fixed term contract as defined by the Client that may extend up to duration of two years.

iii. Post recruitment- Joining phase

- a) Management of the recruitment process, joining and post-joining formalities
- B. Effective HR Management and Administration (including Statutory)
 - i. HR Management & Administration
 - ii. Implement the HR Policies and arrangements as agreed with the Client.



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- iii. Ensure smooth functioning of all administrative responsibilities including maintaining employee records and other routine administrative functions.
 - iv. Facilitate Performance Appraisal process as per the suggested process of NISG in co-ordination with the Client.
 - v. Performance Appraisal of the Client personnel will be done by the respective heads of the Client
 - vi. Management of funds received from the Client, towards management of the activities under this proposal.

Statutory

- vii. Ensure all compensation and benefits related processes are handled smoothly.
- viii. Ensure that statutory and regulatory compliances, including Taxes are adhered to consistently
- ix. Manage all necessary statutory requirements related to joining and relieving of candidates including accounting and administrative process for the period of employment of the candidates deputed with the Client

Detailing of Assumptions relating to Advance required attached in Annexure II. It is expressly agreed between the parties that a formal notice/intimation on either side is sent at least 3 months in advance to the other party stating the reasons for termination of the contract. However the Client has to reimburse all costs to wind up as per the HR Selection Process of the Client incurred by NISG at actuals.

ANNEXURE II - TOTAL INDICATIVE COST OF PROVIDING SERVICES

ANNEXURE-II Details of Indicative Expenditure for DAC as on 21.01.2013					
S. No.	COST Name	Cost per Unit (Rs.)	Nos of Units (candidates)	Total Expenditure (Rs.)	Assumption
1	CTC for one year		7	11000000	
2	NISG's 15% service charge		7	1650000	
3	12.36% Service Tax on Management fee		7	203940	




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	Travel Reimbursement of candidates (if any-for future interviews) with prior approval of DAC	By Air Travel (Economy class/2nd AC 2 tier) as per requirement	8	120000	
6	Logistics Arrangements for Interviews with prior approval of DAC			10000	
7	Accident Insurance & Medi-claim		7	126000	Assumption - @18000/- per employee
	Total			13109940	

**One Year
Indicative Cost:** **13109940**

**Exact Value of Emoluments shall depend on Qualification, Experience and Skills of the successful candidates*

Note: NISG shall take approval of Department of Agriculture and Cooperation after finalizing the Emoluments. The members of the Consultancy Evaluation Committee will oversee the selection process in order to ensure that most suitable candidates matching the requirements are selected.

ANNEXURE III – COMPOSITION OF THE PMU

Sl. No	Designation	Area of Expertise	Minimum experience
1.	Principal Consultant	Programme Management	12 years
2.	Senior Consultant (ICT)	ICT (Project Implementation including coordination in software development, supply chain management and monitoring)	8 years
3.	Senior Consultant (Agri)	Agriculture (Back ground in Agriculture and ability in software development)	8 years
4.	Consultant (ICT) 2 positions	Experience in appraisal of SRS and conversion of the same into Application Software	5 years
5.	Consultant (M & E)	Experience in Project Implementation &	5 years

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		Monitoring	
5.	Executive Assistant	Experience in Office Automation skills and office records	5 years

A. Role and Responsibility

The duties of the PMU resources may be grouped into two:

I. General Responsibilities

- i. Provide assistance to DAC in implementing, Monitoring and Assessing at centre and state
- ii. Day to day monitoring of the monitoring and evaluation of the project
- iii. Monitoring of progress reports
- iv. Issue management, Decision Management and Meeting Management
- v. Monitoring training of users and project managers
- vi. Creation of specific milestones for the projects assigned to the PMU

II. Specific Responsibilities

1. Principal Consultant

- i. Responsible for overall functioning of the PMU
- ii. Provides strategic guidance to respective functional heads in PMU
- iii. Plan the strategy and oversee the implementation of the projects in consultation with DAC
- iv. Monitor the performance of the implementation vendor including Contracting & Relationship Management.
- v. Interacts and reports to DAC on a periodic basis
- vi. Coordinate with state governments on project implementation
- vii. Support DAC in coordinating with agencies outside DAC

2. Senior Consultant (Agriculture domain)

- i. Provides agriculture domain expert guidance to PMU
- ii. Monitor and guide the implementation vendor on agriculture domain
- iii. Help the implementing states to focus on providing services to farmers
- iv. Facilitate interactions with DAC, state governments, agriculture universities, farmer associations and private sector to enhance project implementation



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- v. Coordinate with state governments, agriculture universities, farmer association and private sector to ensure and enhance project implementation
- vi. Monitor the performance of the implementation vendor with respect to agriculture content service levels

Executive
3. Senior Consultant (ICT)

- i. Provides guidance and technical support to states on use of ICTs in the sector
- ii. Coordinate with IT departments of state governments to roll out agriculture services through CSCs
- iii. Explore the feasibility of providing services through various forms of ICTs like internet, telephone/mobile, radio, TV etc.
- iv. Oversee procurement of services, infrastructure, hardware, application etc.
- v. Monitor the technical service levels of the implementation vendor
- vi. Design the Program Management tool in consultation with the Vice President

4. Consultant (ICT)

- i. Provide Support in procurement of services, infrastructure, hardware, application etc.
- ii. Provide support in SRS evaluation and Development of application
- iii. Provides technical support to DAC and states on hardware and software related issues.
- iv. Monitor the performance of the implementation vendor with respect to technical service levels
- v. Implement the Program Management tool to generate dashboard reports
- vi. Implement the Knowledge Management tool at the PMU

5. Consultant (Monitoring & Evaluation)

- i. Contract & Relationship Management with the vendor
- ii. Plan the M&E strategy for project implementation
- iii. Plan and conduct the baseline and end line survey with support from state governments
- iv. Coordinate monitoring visits to the states
- v. Coordinate with state governments for submission of periodic reports



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- vi. Prepare Case Studies highlighting lessons learnt, and documenting good and bad experiences
- vii. Preparation of quarterly and annual progress reports for submission to Ministry

6. Executive Assistant

- i. Ensures that all correspondence and documents for supervisors are correctly typed, prepared and submitted on time in compliance with organizational standard. Ensures all the incoming mails are logged, properly distributed and brought to the attention of concerned staff, and that outgoing mails/faxes are delivered on time.
- ii. Oral Communications/Internal & External Contacts
- iii. Responsible for providing efficient reception services by screening incoming telephone calls, taking accurate messages, dealing with queries from internal/external calls to ensure they are referred in a timely manner to the concerned staff.
- iv. Calendar/Travel
- v. Responsible for effective coordination of Principal Consultant's, Senior Consultant's and Consultant's schedules by maintaining their diary and arranging appointments, meetings, travel and accommodation in accordance with organizational procedures.
- vi. Office Administration
- vii. Independently arranging meetings/appointments for the Principal Consultant's, Senior Consultant's and Consultant's with the various Government of India offices, executing agencies, and other stakeholders.
- viii. Preparation of Business Travel Requests, and Request for Reimbursement of Business Travel for the Principal Consultant's, Senior Consultant's and Consultant's.
- ix. Responsible for arranging required logistic facilities such as transportation, workshops, seminars, visas, shipments, custom clearances etc.
- x. Ensures the office filing systems and records are properly maintained and updated in accordance with an existing framework for easy retrieval

B. Qualifications / Experience Required:

1. Principal Consultant

a) Qualifications





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- i. MBA with basic degree in Engineering / Technology from leading Institutions/ Universities.
- ii. PMI certified
- iii. 12+ years experience of which 3+ years in #1 or #2 position in managing a portfolio of major projects in public/ government/ private sectors involving PPP/ Outsourcing. At least a part of the experience should have been acquired in a world-class organization that is a leader in its field

b) Experience

- i. Experience in eGov or Service Industry
- ii. Relevant Experience in IT Industry/Private Sector
- iii. Experience in major organizational turnarounds/ transformations
- iv. Experience in Quality Management Systems
- v. Experience in design of Organizational Performance Management
- vi. Systems and monitoring

2. Senior Consultant (ICT)

a) Qualifications

- i. M.Tech in CSE/IT along with the basic degree B.Tech in
- ii. CSE/IT/ECE/EEE
- iii. PMI certification preferred

b) Experience

- i. 8+ years experience in IT management or IT consultancy, at least partially with a world-class organization that is a leader in its field
- ii. Experience in IT Architectures/ Software Engineering
- iii. Implementation of Large IT Projects, including IT infrastructure projects
- iv. Experience in designing IT Security systems
- v. Experience in monitoring implementation of e gov projects

3. Senior Consultant (Agriculture domain)

a) Qualification

MSc (Agriculture)/PhD in Agriculture with MBA

b) Experience

- i. 8+ years experience in Agriculture domain involved directly in monitoring Agricultural Production





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- ii. Experience in Farm Management
 - iii. Implementation of Large Agricultural Projects, including Agricultural infrastructure projects
 - iv. Experience in monitoring implementation of e gov/IT projects in Agriculture

4. Consultant (ICT)

a) Qualification

- i. B Tech in IT/CSE/ECE
- ii. PMI certification preferred

b) Experience

- i. 5+ years' experience of which at least 2 yrs. in reputed Level 5 IT company
- ii. Experience in IT program/ project management e.g. IT implementation in a large multi-location organization
- iii. Experience in Delivery function of software organization
- iv. Experience/ qualifications in Risk Management IT Projects
- v. Experience in monitoring implementation of e gov projects

5. Consultant (Monitoring & Evaluation)

a) Qualification

- i. MBA from top tier academic institution preferably with engineering background
- ii. PMI certification desirable

b) Experience

- i. 5+ years of experience in project management with IT / Consulting firms
- ii. Communication/ Public Relations/ Liaison experience
- iii. Experience in conducting Surveys/ Market Research Agriculture
- iv. Monitoring of the standards and security policies
- v. Developing and managing Project Management Tool

6. Executive Assistant

a) Qualification

- i. Graduate in any discipline

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- ii. 6-8 years of experience in the role of an EA, Admin Coordinator
- iii. Certificate Diploma in Computer Applications
- iv. Excellent working knowledge of Powerpoint, Word, Excel
- v. Diploma in Secretarial Practices from a recognized institute would be preferred.

b) Experience

- i. Experience in preparing office documents such as power point presentations, drafts, notes, circulars, spreadsheets, reports, etc
- ii. Experience with and demonstrated knowledge of government documentation standards as appropriate to the assignment.
- iii. Experience in the role of an EA, Admin Coordinator with excellent working knowledge of Power point, Word and Excel
- iv. Excellent interpersonal / communication skills.
- v. Mail/Written Communication/Follow-up

[Signature]



Encls. Please, New Delhi
7/3/2013